



Job Opportunity

State Controller's Office

Position: Student Assistant (4 Positions)

Statewide

Location: Division of Collections
3301 C Street, Suite 712, Sacramento, CA 95816

Issue Date: May 12, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Richard Garcia, (916) 323-8472

Who May Apply: Students who are currently enrolled in a minimum of six units of college courses, with a grade point average of 2.0 or better. Must provide original copies of transcripts. Students who do not provide copies of transcripts will not be considered.

* Free Parking Provided

California Relay Service: 1-800-735-2929

Position Number(s): 051-550-4870-960
Ref 0512.CSU4

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With close supervision provided by a Supervising Program Technician I and/or unit lead (Unclaimed Property), the incumbent will participate in various phases of a planned training program to learn and identify the owners of unclaimed property by reviewing claims and verifying proper identification of claimants. Duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Check names and Social Security numbers on properties in the Unclaimed Property (UCP) database;
- Mail claim forms to the Unclaimed Property owners;
- Input, track and establish claims into the UCP database;
- Review and evaluate claims;
- Recommend payment of claims in accordance with State Laws, Rules and Regulations, Unclaimed Property Law, Civil Code, Code of Civil Procedures, Attorney General opinions, Government Codes and Bureau Procedures;
- Refer the most complex claims to the appropriate staff.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Collections
3301 C Street, Suite 712
Sacramento, CA 95816

Attn: Richard Garcia

Reference Number 0512.CSU4, 051-550-4870-960 (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).